



State of Arizona
Department of Education

October 31, 2011

Subject: Principal and Teacher Evaluation Reporting for School Year (SY) 2010-2011

Dear Education Leader:

On September 6, 2011, your local education agency (LEA) was notified that the Arizona Department of Education (ADE), and by extension, all LEAs (districts and charters) within the state, are now required to annually submit school, LEA, and state-level principal and teacher evaluation data to the US Department of Education.

In order to meet this new requirement, the ADE has enhanced the Highly Qualified Teacher Input Application (HQTIA) system to collect evaluation data for all teachers and principals in the state. LEAs will be required to submit evaluation data through the HQTIA system for **SY 2010-2011** beginning November 7, 2011 and completed no later than January 13, 2012.

To streamline and standardize the data collection process, LEAs will be required to adhere to the following policies:

- **Performance Levels** – One summative evaluation performance level will need to be determined for each teacher and principal using the following four standardized categories:
 - Highly effective
 - Effective
 - Partially effective
 - Ineffective

If an LEA uses alternative performance levels, it will be the responsibility of the LEA to map their levels to the four performance levels identified by the ADE when reporting in the HQTIA.

- **Statewide Definition of “Teacher”** – For purposes of federal reporting, LEAs are to use the following definition:

A teacher is defined as an individual who provides instruction to Pre-kindergarten, Kindergarten, grades 1 through 12, or ungraded classes; or who teaches in an environment other than a classroom setting and who maintains daily student attendance records.

Recognizing that many classes do not meet every week day school is in session, “daily student attendance” means a teacher takes attendance each time the class meets.

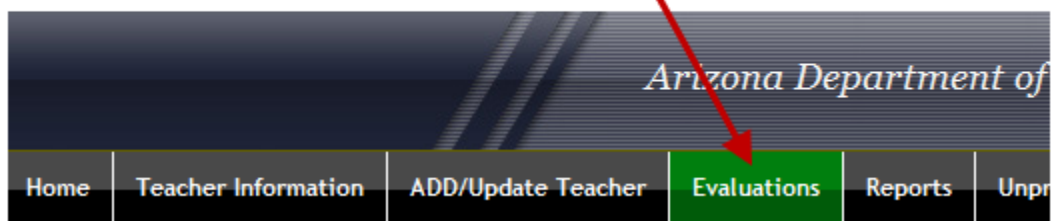
The ADE recognizes the extremely sensitive nature of this information. Therefore, evaluation data will be collected in aggregate at the school-level for teachers and at the LEA-level for principals. Once you

have compiled each school's teacher evaluations and the LEA's principal evaluations into the four reporting categories, please enter these data into the HQTIA using the following steps:

Teacher Information:

Teacher evaluation results can be entered by users that have school-level access OR LEA-level access within the HQTIA. LEA-level users will be able to enter information for each school within the LEA; school-level users will only be able to enter information for their individual school. It is up to the LEA to determine how best to enter the teacher information.

1. Make sure the person entering the data has the appropriate access to the Highly Qualified Teacher Input Application through the ADE's Common Logon system. (Please have the Superintendent/Charter Representative contact the ADE Support Center at 602-542-7378, 866-577-9636, or by emailing enterprise@azed.gov to grant access to this application, if it is not available).
2. Enter your username and password into the Common Logon available on the ADE website. Then click on the "Highly Qualified Teacher Application" link.
3. Once in the HQTIA system, click on the "Evaluations" tab at the top.



4. Click on the "Edit" button next to the appropriate school.

	Entity	Role	Ineffective	Partially Effective	Effective	Highly Effective	Edited
<input type="button" value="Edit"/>	LEA	Principal	0	0	0	0	
<input type="button" value="Edit"/>	Ajo Elementary School	Teacher	0	0	0	0	
<input type="button" value="Edit"/>	Ajo High School	Teacher	0	0	0	0	
<input type="button" value="Edit"/>	AZ 2020 Online Academy	Teacher	0	0	0	0	

5. Enter the total number of teachers at each of the four reporting categories. The total number of teachers entered should equal the total number of teachers at that particular school.

I Verify that the **Principal** information below is accurate and complete.

I Verify that the **Teacher** information below is accurate and complete.

	Entity	Role	Ineffective	Partially Effective	Effective	Highly Effective	Edited By	Edit Date
Update Cancel	LEA	Principal	0	0	0	0		
Edit	Ajo Elementary School	Teacher	0	0	0	0		
Edit	Ajo High School	Teacher	0	0	0	0		
Edit	AZ 2020 Online Academy	Teacher	0	0	0	0		

(Note: the total number of teachers in the school may or may not match the total number of teachers entered into the system to meet Highly Qualified requirements. For Highly Qualified reporting, LEAs are only required to enter core academic teachers. For principal and teacher evaluation reporting, LEAs are required to enter information for all teachers, including non-core teachers.

6. Click on the "Update" button to save the information.


I Verify that the **Principal** information below is accurate and complete.


I Verify that the **Teacher** information below is accurate and complete.

	Entity	Role	Ineffective	Partially Effective	Effective	Highly Effective	Edited By	Edit Date
Update Cancel	LEA	Principal	0	0	0	0		
Edit	Ajo Elementary School	Teacher	0	0	0	0		
Edit	Ajo High School	Teacher	0	0	0	0		
Edit	AZ 2020 Online Academy	Teacher	0	0	0	0		

- After the information has been reviewed for completeness and accuracy, have the appropriate person verify the information by clicking on the “I Verify” button at the top.

Teacher / Principal Evaluations

LEA  Ajo Unified District

Academic Year  2011

I Verify that the **Principal** information below is accurate and complete.


I Verify that the **Teacher** information below is accurate and complete.


Entity	Role	Ineffective	Partially Effective	Effective	Highly Effective	Edited By	Ed
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Principal Information:

Principal evaluation results can only be entered by a user with LEA-level access within the HQTIA. The steps for entering the principal information are the same as entering information for the teacher (see steps above). The only difference is that principal information will be entered in the row with “LEA” listed in the Entity column and “Principal” listed in the Role column. This row will not appear for users with school-level access only.





Teacher / Principal Evaluations

LEA  Ajo Unified District

Academic Year  2011

I Verify that the **Principal** information below is accurate and complete.

I Verify that the **Teacher** information below is accurate and complete.

	Entity	Role	Ineffective	Partially Effective	Effective	Highly Effective	Edited By	Edit Date	Verified By	Verified Date
	LEA	Principal	0	0	0	0				
	Ajo Elementary School	Teacher	0	0	0	0				
	Ajo High School	Teacher	0	0	0	0				
	AZ 2020 Online Academy	Teacher	0	0	0	0				

Final Submittal:

It is the LEA’s responsibility to verify the completeness and accuracy of the information submitted to the ADE. The principal and teacher evaluation data will be considered to be successfully submitted when each school’s teacher information and the LEA’s principal information has been verified in the HQTIA system.

Should you encounter any issues or if you have any questions with entering principal and teacher evaluation data, please contact the Effective Teachers and Leaders Unit at the ADE by calling 602-364-1842.

Thank you,

A handwritten signature in cursive script that reads "Karen Butterfield". The signature is written in dark ink and is positioned above the printed name and title.

Dr. Karen Butterfield
Associate Superintendent
Highly Effective Teachers and Leaders
Arizona Department of Education